

What Happens After You Submit Your Nuclear Materials Courier Application?

The hiring timeline for Office of Secure Transportation (OST) Federal Agent position can vary significantly; most typically the hiring process takes anywhere from 6 to 12 months from the time you submit your application until the time you begin training if you pass your screening.

During stages 1 through 7 of the hiring process, the Federal Agent Recruiters will not have access to your application and will not be able to provide any updates. For any status updates on your application you will refer to your USAJOBS account for changes to your status (see instructions on Page 2). For other questions related to your application you will need to contact our Human Resources Specialist: Debra.Smith@nnsa.doe.gov - (505) 845-5025

1. Once your resume has been submitted, it will be reviewed to ensure that all Specialized Experience requirements are met.
2. Applicants who meet Specialized Experience will be referred to the Hiring Manager/Selecting Official for further consideration. If your application meets the minimum requirements, your USAJOBS Status will be updated to read "Referred to Selecting Official". If you did not meet requirements, your updated status will state "Not Referred".
3. Applicants who are selected by the Hiring Manager will receive a **Tentative Selection Notice (TSN)** shortly thereafter. **This step is time sensitive.** The TSN must be signed and returned within the specified timeframe.
4. Once HR has received your signed TSN, they will schedule you for a drug test. The drug test must be completed in the United States. Human Resources will find a drug test near where you reside. Depending on your proximity to local cities, it may be a longer drive to reach a contracted drug test facility. **This step is time sensitive.**
5. Once Human Resources receives notification that you passed your drug test, you will receive a **Conditional Offer Letter (COL)**. **This step is time sensitive.** The COL must be signed and returned within the specified timeframe.
6. At this time, you will also be required to complete and return the OF-306. This form asks about your history. Please be truthful and honest on the 306. Explain any "yes" answers on the space provided on the back page.
7. After Human Resources has received your signed Conditional Offer Letter and reviewed your OF-306, HR will then notify the Office of Secure Transportation Recruiters that you are ready to be scheduled for 3-Day screening.
8. Over the coming weeks a Recruiter will contact you via e-mail to provide you with paperwork that you will need to submit before you are scheduled. Once the documentation has been completed, you will be provided with a few date options to choose from for your 3-Day screening. You must select one of the three screening dates. If you cannot travel to Albuquerque for any of the dates offered, you will need to reapply to a future Vacancy Announcements which usually occur every other month.
9. Be advised, if you are a Veteran with a Disability Rating from the VA, you will need to submit your VA Rating Decision and Compensation & Pension Medical Exam before you can be scheduled. If you intend to apply in the near future, I would highly recommend you begin the process to request these documents now. For some candidates, it has taken over 6 months to obtain these records from the VA. If you need further clarification on this requirement, or would like to request a description and examples of these documents please contact OSTHealthUnit@nnsa.doe.gov.
10. Upon successful completion of the 3-Day screening, you will be contacted by our Security Clearance Liaison in HR who will provide you with instructions to initiate the Q Clearance investigation. You will also be contacted by a Recruiter to discuss your entry into the next available training class.

HOW TO CHECK THE STATUS OF YOUR APPLICATION

1. Sign-in to account in USA jobs with user name and password you created
 2. Click on application status to see current status of jobs you applied too.
 3. For detailed information regarding your application, click on more information. This will take you to Application Manager for more detailed information about your application (Application date, Job Summary, Job Status, Last Application Update, Application Status, and Uploaded Document Status.
 4. At application Manager, you can click on “Details” tab to view additional information on Assessments, Documents, Messages, and Application Package History.
- USAJOBS also has a help link at the top of the right hand side of the page with answers to many questions about applying for positions at www.usajobs.gov.